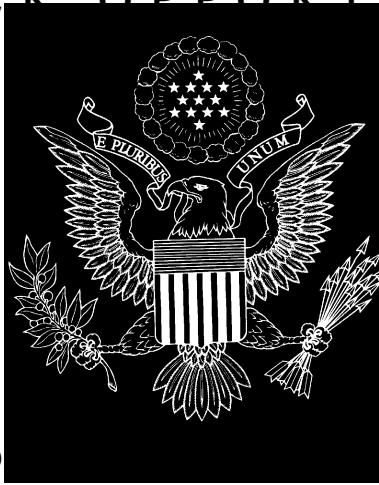


*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF OKLAHOMA

Position Title:	Intake Clerk - One or more positions may be filled
Location:	Muskogee, Oklahoma
Closing Date:	July 25, 2003
Starting Salary/Range:	\$28,201 - 45,828 (CL 24) *depending on qualifications and experience/promotion potential to CL 25 and CL 26 without competition

POSITION OVERVIEW

The Office of the Clerk, United States District Court for the Eastern District of Oklahoma, is recruiting for the position of Intake Clerk. The responsibilities of the Intake Clerk include, but are not limited to, receiving, reviewing and filing incoming documents, preparing and filing new case files and collecting the appropriate fees, routing documents to the proper locations, and assisting the public in locating case information. Responsibilities also include providing procedural information in person or by telephone and pulling files for public review and making copies as requested. The Intake Clerk will be responsible for assisting with civil docketing. The incumbent provides clerical support, as needed, in supporting and assisting the Operations Section of the Court.

QUALIFICATIONS AND REQUIREMENTS

The successful candidate must be a high school graduate or equivalent and possess one year specialized experience. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in the legal field is helpful, but not required. Requires proficiency in the use of computer applications; verbal and written communication, organizational and interpersonal skills are a must. The successful candidate should be mature, responsible and reliable; have the ability to take initiative and work in a team-based environment; display a pleasant attitude and work well with others.

BENEFITS

Employees of the U.S. District Court are entitled to benefits which may include the retirement system, health, life insurance and disability insurance programs, scheduled holidays and the leave accrual program. This position is subject to mandatory Electronic

Funds Transfer participation for payment of net pay.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at will and can be terminated with or without cause by the court.

HOW TO APPLY:

Submit a detailed resume with salary history to:

United States District Court/EDOK
William B. Guthrie, Clerk
Intake Clerk Position 03-01
P.O. Box 607
Muskogee, Oklahoma 74401

**** The Court is an Equal Opportunity Employer ****